

**COUNTY OF SAN DIEGO
HEALTH AND HUMAN SERVICES AGENCY
COMMUNITY ACTION BOARD (CAB)
1255 Imperial Avenue, Room 750
San Diego, CA 92101
Phone: (619) 338-2799; Fax: (619) 338-2778
CAB MEETING MINUTES: March 14, 2013**

CALL TO ORDER

CAB Chair Jasmin Kirkland called the meeting to order at 2:45 p.m.

ROLL CALL

- Present: Denise Reed; Keith Stevenson;; Marcia Washington; Ana Briones-Espinoza; Jasmin Kirkland; Filipa Rios
- Excused: Jeannine Nash; Ann Durham; Awichu Akwanya; Mark Nanzer; Adriana Paulson; Nelson Leone; Paul Moose; Rebecca Baez; Margie de Ruyter
- Absent: Sonia Ruiz
- Staff: Juana Duenas; Maria Sanders; Luke De Smet; Dale Fleming; Ellen Cabrera; Richele Swagler
- Guest: Joyce Moore

ACCEPTANCE OF AGENDA

- Ana Briones-Espinoza motioned to accept the agenda. Filipa Rios seconded the motion. The motion was carried.

APPROVAL OF NOVEMBER 15, 2012 MINUTES

- Denise Reed motioned to approve the November 15, 2012 minutes. Filipa Rios seconded the motion. The motion was carried.

APPROVAL OF JANUARY 23, 2013 MINUTES

- Denise Reed motioned to approve the January 23, 2013 minutes. Filipa Rios seconded the motion. The motion was carried.

APPROVAL OF FEBRUARY 14, 2013 MINUTES

- Denise Reed motioned to approve the February 13, 2013 minutes. Keith Stevenson seconded the motion. The motion was carried.

INFORMATION ITEM: CAP NATIONAL CONVENTION 2013

Item was tabled for Board Discussion at a future meeting.

INFORMATION ITEM: ADVISORY BOARD CHAIRS ANNUAL MEETING

Dale Fleming presented CAB with information regarding the Annual Advisory Board Chairs meeting. The chairs of all advisory boards serving the County of San Diego HHSA are invited to attend this meeting. The meeting is intended to give the chairs a bird's-eye view of agency operations, as well as to help the agency integrate its various boards and programs as it moves forward with the *Live Well, San Diego!* initiative.

The 2013 meeting will be held on April 9.

DISCUSSION ITEM: 2014-15 CAP PLAN

Juana Duenas shared that CAP staff is putting the finishing touches on the 2014-15 CAP Plan, which will then be sent to CAB for input. The Plan will be reviewed with CAB for approval at the April meeting.

The CAP Plan was written based on input received from the community through public forums, as well as a needs assessment survey which received over 300 responses.

A Refugee Plan will also be ready for presentation to CAB at the April meeting.

DISCUSSION ITEM: MAY IS COMMUNITY ACTION MONTH

Juana Duenas explained to CAB that once a year CAP holds a volunteer recognition event during the Community Action Month of May. In the past this event has focused on acknowledging the work of EITC campaign volunteers, though CAB may decide to open up the event to include other volunteers as well. CAB formed an ad hoc Committee responsible for working with staff to plan the event; securing a date, time, and venue; preparing the menu; procuring awards and centerpieces; and developing ideas to support the theme: "Catalyst for Excellence: Advocate for Equity."

The volunteer recognition ad hoc committee consists of Jasmin Kirkland, Denise Reed, and Keith Stevenson.

VACANCY ROSTER AND OUTREACH UPDATE

Luke De Smet shared with CAB that four individuals had either applied for CAB or expressed interest in doing so. Joyce Moore, one of the applicants, was present at the meeting. Ms. Moore introduced herself and reaffirmed her interest in joining CAB.

Dale Fleming suggested looking to the graduates of Resident Leadership Academies for potential new members.

CAB members asked CAP staff for outreach language that they could email to local community members in the effort to recruit new members.

CAP PROGRAM DIRECTOR'S REPORT

Maria Sanders introduced CAB to Ellen Cabrera, CAP's new fiscal manager, and updated CAB regarding personnel activity and restructuring within the County of San Diego. CAP is currently in the recruitment process of hiring a new program director, while the agency has separated Strategic Planning and Operational Support into Health, Eligibility, and the Office of Strategy Innovation, which includes CAP and Refugee, as well as the Live Well, San Diego team. This restructuring has provided the opportunity for CAP's integrated programs to contribute to all of the Healthy, Safe, and Thriving components of *Live Well, San Diego!*

Ms. Sanders also introduced Richele Swagler, the refugee coordinator with the County. As part of the restructuring, the Refugee team has joined with CAP to provide more opportunity for integrated services. The Refugee program receives federal funding for Refugee Employment Services, and focuses on families while working with local groups who work with childless adults. The Refugee Coordinator also works with the County and local groups to help make the County of San Diego a welcoming area for new refugees. San Diego is the number one destination for Iraqi refugees, who mostly settle in the East County area. Ms. Swagler explained that she works to coordinate resources and communicate with government at the state and federal level to help assure that new refugees have the resources they need to transition into their lives in the County of San Diego.

CAB CHAIR'S REPORT – JASMIN KIRKLAND

Jasmin Kirkland reminded CAB that it will be holding executive elections to choose a new Chair and Vice Chair in the coming months, as her term ends in July.

BOARD DISCUSSION

- Ana Briones-Espinoza distributed pamphlets and information cards for OptumHealth's San Diego Access and Crisis Line and provided information regarding the service.
- Denise Reed shared with CAB that the campaign she had been working on, to petition City Council to deny a local business a liquor license in an area with already too many establishments selling alcohol, was successful.

PUBLIC COMMENT

No public comment.

ADJOURNMENT

Filipa Rios motioned to adjourn the meeting. Ana Briones-Espinoza seconded the motion. The meeting was adjourned at 4:12 p.m.

MINUTES APPROVED BY: Jasmin Kirkland (Chair)

Signature

Date

NEXT MEETINGS

- April 11, 2013, 2:30 p.m.
- May 9, 2013, 2:30 p.m.
- June 13, 2013, 2:30 p.m.
- July 11, 2013, 2:30 p.m.